



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DEPUTY COMMISSIONER OF EDUCATION

Job Number: 20001966

Job Code: 99830V000101

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 07/01/1991

Job Revised: 02/24/2006

Grade: 21 Salary (MIN - MID):

\$35,219-\$46,659 - Hourly

\$5,723.10-\$7,582.10 - 37.5 Hr. Monthly Salary

\$6,104.64-\$8,087.56 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as deputy commissioner to the Commissioner of Education. Provides general direction to organizational units within the Department of Education. Provides administrative support to the Commissioner; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional education experience.

Substitute EDUCATION for EXPERIENCE:

Graduate study will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates, approves and executes policy, mandates of KERA and methods affecting all units of the organization. Provides assistance to the Commissioner in matters relating to all phases of organization operations such as personnel, budgeting, and problems of staff and general public inquiries. Coordinates legislative matters and attends committee meetings relative to department policy as well as routine regulations. Approves purchase requisitions, personnel requests and payrolls. Provides information to auditors, legislative committees, other state agencies, task forces and the press. Interprets laws, rules and regulations to appropriate agencies, employees, local administrators, and the general public. Represents the agency on various committees. Coordinates staff meetings, including staff development activities. Directs and reviews the planning budgets for the Department of Education. Drafts correspondence and memoranda for the Commissioner's signature. Coordinates evaluation studies of departmental programs. Evaluates operational functions of the department, recommends and implements corrective procedures.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.